



OPERATIONS MANUAL *for Yokosuka Public Works Team - December 2002*

CHAPTER 3 Facility Engineers

Facility Engineer - Mission, Function and Task

Mission: *Under the guidance and cognizance of the Yokosuka PWO, the FE Division will identify, prioritize, and program for execution of all SRM at Yokosuka.*

Concept of Operations:

The Facility Engineer Division will be a Mission Funded and NWCF hybrid organization under the direct authority of the CFAY PWO, which serves five primary functions:

- a. Programmatic Liaison between Customers and the Yokosuka “Facilities Machine” including routine status reports.
- b. Integrate the efforts of the other Divisions of the PWT Yokosuka.
- c. Develop Facility Action Plan (FAP) for CFAY’s SRM (PM, QM and others) funding and other funding sources that fall under the FE’s cognizance.
- d. Maintain the Computerized Maintenance Management System (MAXIMO) that tracks all facilities work and tasking.
- e. Ensure data accuracy (BFR, NFADB, etc.) for the facilities under FE Division cognizance.

Currently, the senior FE is the Assistant PWO. In the future, the FE Division may be headed by a civilian freeing a LCDR to be the full-time APWO. The Facilities Engineers (FE) will identify, prioritize, and fund all efforts necessary to maintain their assigned facilities. Actual accomplishment of these efforts will occur within other Divisions of PWT Yokosuka, i.e. the FE’s will produce no specific product.

The FE Division will not coordinate individual projects during execution but will stay abreast of the work. The Execution Division, whether shops, ROICC or JED, will coordinate directly with the end-users unless an additional SRM funding requirement occurs.

The Work Control tool will be a WEB or LAN based Maximo. Using Maximo, all clients will be able to input and track progress for all Work Requests. The FE’s will have approval authority over all work requests other than E/S. E/S Work Requests will be initiated by direct calls to

PWC Trouble desk. E/S Work Requests can be received and inputted by Trouble Desk personnel.

The Work Control Office will work with all execution branches to direct the execution method of all Work Requests and input that direction into Maximo. The Work Control Branch will remain within the NWCF in order to retain NAVFAC's Maximo support. Execution Guidelines such as cost, time, and shop loading considerations will be as directed by the CFAY PWO.

Functions and Tasks:

1. Facility Engineers

Develop and maintain Current and Future Year Facilities Action Plan (formerly Maintenance Execution Plan). Each year's FAP will be coordinated with the Execution Divisions for planning and scheduling. The FCA/AIS Module in Maximo maintained by the Planning Division will be used throughout PWT as the basis for the FAP. Work Identification will consist of utilization of IRRS, the Shore Facility Planning System, and Program/Mission Requirements to forward requirements to Planning and Execution Division for action. After planning and funding, the FE Division is responsible for processing actions through Maximo for (1) Approval (if necessary), and then (2) Execution. Examples of this include increased space requirement, building renovation or modernization, deferred maintenance actions, and life cycle management.

a. Program Management. The FE Division will maintain overall cognizance of assigned facilities belonging to its clients. Program Management Tasks:

(1) Manage consolidated and prioritized lists of maintenance items (FAP). Ensure CFAY departments and tenants understand the relative priority and estimated time to fund and execute their projects.

(2) Pursue and track funding as required from various sources.

(3) Submit requirements to other PWT divisions and outside entities for action (ex. Site approval, environmental/safety reviews).

(4) Liaison w/ tenant commands as necessary to give overview of the facilities programs (educate how work is done and provide status of projects affecting that command).

(5) Provide continuing training to Building Monitors.

(6) Coordinate / schedule facility work during the planning stage – ex. Don't plan to work on DD5 systems when a ship SRA is scheduled, don't plan on reseeding Berkeley Football Field during the football season. This is not the same as project scheduling which the execution level PM should do.

(7) Conduct site investigation of Client/tenant work requests to validate requirement.

- (8) Perform scoping estimate if possible to provide an initial assessment of funds availability. FEs will have limited capability to perform scoping estimates. Projects requiring any engineering judgment or a fundable estimate will be assigned by the Work Control Branch to contracts or shops, as appropriate, for action.
 - (9) Provide agenda items for Yokosuka Acquisition Planning Board, chaired by the ROICC.
- b. Prepare status reports for clients and Regional staff.
- c. Coordinate response to Data Calls.
- d. PM, QM, and OES Budget Management.
 - (1) Coordinate with Planning Division to identify, develop, and submit un-funded requirements and future year budget requests.
 - (2) Coordinate preventive maintenance requirements with Execution Division.
- e. Identify JFIP, MCON, Special Projects and minor construction programs – includes all subcategories such as AT/FP, base beautification, demolition, etc., for further action by Planning Division.
- f. Planning will develop Yokosuka proposed JFIP IPL and APWO will develop Yokosuka Special Projects IPL in close coordination with the FE Division..
 - (1) Forward to others for action potential Seabee det and self-help projects.
 - (2) Review 1391s, Form 22s, PCPs, etc. prepared by Planning.
- g. Data Accuracy
 - (1) Coordinate with Planning to ensure NFADB, BFRs, and AIS for assigned facilities are accurate. Coordination between FEs will be required, as not all facilities in a particular FC or CG will be used by the same client. (Data management, input and accuracy are Planning responsibility.)
- h. Coordinate with Planning and Engineering Division to prepare and submit IRRS narratives, project listings and summary reports. Recommend to the PWO and tenant COs any required Command Overwrites.
- i. Establish and maintain a Building/Area monitor program for assigned facilities. Monitors will be responsible for reporting facility issues and will act as liaison with building occupants.
 - (1) Maintain an accurate list of monitors.
 - (2) Conduct periodic training for monitors.

- j. Review, analyze, and act on metrics.
- k. The APWO will schedule and organize the Shore Facility Planning Board for all projects below MILCON/JFIP level.
- l. Establish warranty tracking system and screen work requests for warranty issues. When appropriate, pass warranty work to contractor/ROICC/JED/Shops.

In addition to using Maximo to input, track, and forward work requests to other Divisions, FE's will have screening, approval and prioritization authority on each work request input, except E/S calls, by clients. FE's will also monitor final close out action on each work request. Closeout in AIS is the responsibility of the Planning Division, based on reports from the WCO.

2. Work Control

- a. Ownership of MAXIMO program and structure, including updates, user training, and coordination from NAVFAC.
- b. Receive and assign all new work requests after validation by FE's. E/S work and trouble calls will be initiated by the customer directly to the PWC Trouble Desk.
- c. Assign all new work requests to an Execution division for accomplishment.
- d. Provide AIS/LRMP database updates to the Facilities Analysis Branch.
- e. Sample data accuracy and inform those divisions that have inaccurate, out-of-date or non-existent inputs. (However, execution division is responsible for keeping WR status up-to-date and accurate.)

Long-term goal is for all clients to have access to Maximo via the web so they can input items themselves. Once established, the input task goes away and the FE Division will primarily screen and validate work requests.